

RESOLUTION NO. 88-174

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CLASS SPECIFICATIONS AND SETTING SALARY RANGE
FOR THE POSITION OF PERSONNEL ANALYST

RESOLVED, that the City Council of the City of Lodi does hereby approve class specifications for the position of Personnel Analyst, as shown on Exhibit A attached hereto and thereby made a part hereof.

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby establish the salary range for Personnel Analyst as follows:

A	B	C	D	E
=====	=====	=====	=====	=====
\$2,241	\$2,353	\$2,470	\$2,594	\$2,724

=====

Dated: December 21, 1988

I hereby certify that Resolution No. 88-174 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 21, 1988 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid, Snider and
and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None

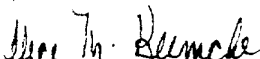

Alice M. Reimche
City Clerk

EXHIBIT A

PERSONNEL ANALYST

DEFINITION:

Under the general direction of the Personnel Director, to perform professional personnel work in a variety of areas including recruitment and selection, labor relations, classification, salary administration, training, benefits, affirmative action, employee assistance, workers' compensation, and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level class and performs technical personnel work. Incumbents of this class are expected to carry out their assignments without detailed instructions or guidance. Incumbents are expected to be independently responsible for particular duties for which guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Personnel Director.

May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Plans and coordinates recruitments; develop job announcements and supplemental questionnaires, advertises jobs through various media forms; and accepts and screens employment application materials.

Develops, administers and scores examinations; establishes eligibility lists.

Interviews candidates and chairs qualifications appraisal panels.

Provides information and interpretation regarding City personnel rules, regulations and procedures.

Performs job audits and analyses of individual positions, classes, and series of classes.

Writes classification specifications, examination documentation, and other reports as assigned.

Conducts salary and fringe benefit surveys.

Responds to inquiries (written and verbal) regarding salary, benefits, and classification issues.

Provides staff assistance relating to labor relations.

Assists in developing and providing in-house training and coordinating training programs.

Works with departments on personnel problems, staffing needs, and interpretation of personnel policies and procedures.

Prepares correspondence.

Inputs and retrieves data from computer system.

Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and techniques of recruitment and selection of personnel including job analysis, test development, and validation methodology.

Applicable Federal and State laws and regulations.

Employee relations and discipline.

Interviewing theory and practices.

Methods used in the development and administration of position classification and compensation plans.

Fundamental principles and practices of public personnel administration.

Current trends in personnel administration.

Methods of basic statistical analysis.

Legislation pertaining to equal employment and affirmative action programs.

Ability to:

Analyze, collect, and interpret data and utilize it in writing clear and concise reports.

Perform job audits and write class specifications.

Interpret and apply rules and regulations.

Establish and maintain effective working relationships with department officials, employees, and the public.

Experience and Education:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience:

One year of experience performing professional level personnel work.

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration, or a closely related field.